**Any changes or updates to a member’s position description must first be approved by your partner engagement specialist.**

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| --- | --- |
| **Host site (local Habitat organization)** | Habitat for Humanity Buffalo |
| **Program** | AmeriCorps National |
| **Member role** | Community outreach coordination |
| **Host site manager** | Maddy Mankowski |
| **Direct supervisor** | Maddy Mankowski |
| **Service week (days/times)** | Monday – Friday, 8:30AM – 5:00PM with occasional evenings/weekends |
| **Will member engage in any of the following?** | [ ]  Disaster response[x]  Neighborhood Revitalization [ ]  Veterans or military families[ ]  None |
| **Will member be actively building on the construction site at least one day per week?** | [ ]  Yes[x]  No |

Goals

Habitat for Humanity Buffalo (HFHB) has goals to increase our number of volunteers, engage more potential homebuyers, develop more community partnerships, and increase our overall capacity to build more homes and serve more families. This AmeriCorps position will engage in community outreach activities to support these goals.

The member will be responsible for increasing our outreach efforts with the primary goal of recruiting new volunteers to fill organizational needs and (in partnership with the Family Services Coordination AmeriCorps member) engage families in our Homebuyer Program. Outreach efforts could include public speaking engagements, attending HFHB events, developing new methods of outreach and community engagement, surveying current regular volunteers, building partnership with community agencies, and enhancing the affiliate’s current methods of partnership development. This member will also coordinate and initiate new volunteer education programs, develop and implement our volunteer orientation, and track volunteer hours.

In partnership with the work of affiliate staff, this member’s outreach efforts, volunteer and homebuyer recruitment, and volunteer engagement strategies will contribute towards the revitalization and enhanced economic stability of areas in which we build.

Outputs

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| --- | --- |
| **600** | Volunteers will be recruited and/or managed by the AmeriCorps member in the building, rehabilitation or repair of homes. (Repairs include A Brush with Kindness, weatherization, critical home repair.)  |
| **2** | Homes will be built, rehabilitated or repaired in partnership with low-income families and individuals by the AmeriCorps member and volunteers. (Repairs include A Brush with Kindness, weatherization, critical home repair.) |
| **10** | Total individuals (adults and children) will be provided housing services by this AmeriCorps member.  |

Responsibilities

* Build relationships and partner with residents, local agencies, elected officials and community stakeholders. Partnerships will help to identify areas where host site housing and community development solutions can intersect with the community’s identified aspirations.
* Identify areas where volunteer education can be implemented and improved. Working alongside staff, implement, coordinate and document proposed volunteer education programs for regular volunteers and homebuyers. Monitor and evaluate the outcomes of any new or previously established education programs through quantitative and qualitative analyses.
* Recruit and support volunteers from the local community to assist with various Habitat for Humanity Buffalo projects.
* Regularly attend meetings relevant to improving community outreach. These may include: department meetings, committee and team meetings, and meetings with potential partners.
* Assist in the research, evaluation, and development of plans to expand HFHB’s presence in our community to more social service organizations, influential businesses, and other potential partners, with the goal of increasing community awareness of our affiliate’s work as well as to recruit a consistent stream of volunteers.
* Work with HFHB leadership to develop and implement a comprehensive and innovative community outreach plan targeting individual, private, corporate, school and other organizations.
* Survey current regular volunteers to discover ways to enhance the volunteer experience and increase retention rates. Use this information to implement an improved volunteer orientation, recognition approach, and overall volunteer experience.
* Track volunteer hours. Try to see what trends exist in those volunteers with higher retention rates, to assist with future volunteer recruitment / retention efforts.
* Develop and implement a plan to increase participation in the Homebuyer Program through community awareness of the program.
* Identify community improvement projects; plan and execute them for successful completion (i.e. community clean-ups, community garden, A Brush with Kindness).
* Help to market Neighborhood Revitalization program to the community to engage families as well as community partners. Coordinate resident surveys and data development to enhance existing program.
* Regularly attend meetings relevant to building our Neighborhood Revitalization program. Examples include local governance, community beautification, health and social service meetings and resident meetings.
* Implement our standard Neighborhood Revitalization procedures and adapt, as needed, to serve any community, so that the model can be refined and continued into other neighborhoods.

Required meetings, trainings and events

*Minimum expectations are outlined below with the understanding that further trainings may be required, as determined by the host site, Habitat for Humanity International or the Corporation for National and Community Service.*

* Onsite orientation to local host.
* First Aid/CPR.
* Habitat Learns – “Foundation of Habitat” online series.
* Lockton safety online courses.
* Annual sponsored blitz build - Habitat AmeriCorps Build-a-Thon.
* National days of service:
	+ Dr. Martin Luther King, Jr. Day (required).
	+ September 11th National Day of Service and Remembrance and AmeriCorps Week (encouraged).
* Host site monitoring reviews and periodic check-in calls.
* Monthly meeting with host site manager.
* Bi-weekly meeting with direct supervisor.
* Life After AmeriCorps (LAFTA) training.
* Staff and board meetings and home dedications, as appropriate.
* Annual staff or AmeriCorps team build day.
* Individual and/or group professional development trainings may be made available based on budget, member interest and recommendation of the host site manager or direct supervisor.
* Host site events, including Christmas Celebration (December), the DIY Auction (October), and signature fundraiser (March). Participation in these events will be in line with AmeriCorps program regulations.

Experience, knowledge and skills

**Required**

* Valid driver’s license and ability to meet host site’s insurance requirements. (Remove if not applicable)

**Preferred**

* Experience with Microsoft Office Suite, especially Word and Excel.
* Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity International and AmeriCorps.
* Ability to work with a diverse group of people.
* Strong written and verbal communication skills.
* Strong research skills.
* Detail oriented and highly organized.
* Experience working with volunteers, teaching or group facilitation.
* Experience working as a member of a larger team.
* A second language is highly desirable, with preferred languages being Spanish or French.
* Public speaking experience.
* Knowledge of community development practices.
* Project management experience.

**Physical requirements**

* Ability to sit at a desk and computer for extended periods of time.
* About (30) percent of this position requires outreach in the community, including visiting buildings and homes that may have stairs, as well as occasionally serving on project sites that may have uneven terrain.

Service site environment

Member will primarily serve in an open-space office and will share space with other staff and/or AmeriCorps members. The member will have a desk, computer (with email and internet access), and a phone for service-related tasks. Shared resources include a printer, copy machine, fax machine as well as office supplies.

Member will occasionally be engaged in community build or improvement projects such as community clean ups, serving outside in various types of weather. Construction service site is an active construction site with uneven terrain. Members will serve both indoors and outdoors during all types of weather. Construction tools will be provided.

Will a **personal vehicle** be required? [x]  Yes [ ]  No

If “yes,” provide an explanation detailing necessary usage of vehicle. If member will be using a company vehicle, also include in the details:

Some travel is required for this position. Public transportation options are limited in our community so access to a personal vehicle is required/recommended to get to and from service, as well as any required meetings. Approved service-related mileage, beyond commuting to and from service, will be reimbursed per the affiliate’s policy.

Habitat.org posting

**Habitat for Humanity Buffalo**

*A year of service with Habitat Buffalo*

Habitat Buffalo has a solid foundation going back 32 years. In that time, we have built or rehabbed homes for over 300 families. On average Habitat Buffalo builds 13 homes per year; serving with us will give you exposure to many different aspects of construction, volunteer engagement, and networking opportunities. The Habitat Buffalo affiliate continues to meet and exceed organizational benchmarks and looks to continue its growth with the help of our staff, volunteers, and AmeriCorps members.

*Benefits*

In addition to the AmeriCorps living allowance and education award, we provide an apartment that is available / optional for members to use during their term - members are responsible to pay utilities only.

*Community*

In the past 5 years, Buffalo NY has seen a resurgence in population and development. The waterfront has been developed into a great space to hike, bike, and watch live entertainment. Downtown has a mix of old and new architecture that provides a great landscape for visitors to explore; and with our numerous festivals and celebrations there is always something going on in Buffalo. Spending a service term with us is a way to meet new people, eat a diversity of food, and enjoy a city that is expanding back to its former glory.

www.habitatbuffalo.org

HABITAT FOR HUMANITY INTERNATIONAL

322 West Lamar St., Americus, GA 31709-3543 USA (800) 422-4828 fax (229) 924-6541 nationalservice@habitat.org habitat.org